

New Haven Township

OLMSTED COUNTY, MINNESOTA — EST. 1858

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9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

Regular Monthly Town Board Meeting Minutes February 12, 2019

1. Call to Order: The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Brian Hervey and Supervisor Denny Beyer also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

2. Set Meeting Agenda and Order: Beyer moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.

3. Comments from the Chair: Chair Andrist commented that the town hall looked marvelous after the cleaning, painting, and floor polishing, and thanked those people that helped.

4. Planning & Zoning Report

Planning & Zoning Administrator Ann Fahy-Gust reported:

- An IUP (Interim Use Permit) will probably be coming up in April.
- There were 2 permits issued this month, no variances, and discussions on several possible splits.
- The proposed land-use plan maps have been printed and copies will be delivered to the City of Pine Island to get that moving forward.
- The Douglas sewer and water meeting was cancelled, and will be rescheduled.
- Fahy-Gust checked the County's version of *Section 4.10 Temporary Construction Permits* of the Township ordinance book, and verified that they match. Beyer brought up last month that he thought temporary construction permits were only for public projects and the "or public projects" should be "for public projects" in the ordinance. Fahy-Gust verified with the County that Temporary Construction permits can be used for non-public projects.
- The Renner *Interim Use Permit Resolution Number NH 1901pz*, that was approved at the last meeting, was presented for signatures. Beyer pointed out that the IUP was approved for 1 year, with one possible 1 year extension. Fahy-Gust agreed and will add to the resolution.

5. Public Comment Time: Initially, no one from the public came forward to speak on items that were not otherwise included in this agenda. Later in the meeting, Robert Owens (12001 New Haven Rd NW) appeared and presented an ice-cream bucket of gravel. He wanted to inform the Town Board that the road rock put on New Haven Road last year had broken down and became very dusty. He was concerned with how many fines were in the rock. The road

rock will be watched more closely this year when applied. He also said the chloride was graded through last year, which shouldn't happen unless the road conditions require it.

6. Consent Agenda: Hervey moved to approve the January 8, 2019, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

7. Updated March 2019 Election Calendar: Thomforde presented an updated 2-page summary of the election calendar, with several more items completed. Absentee balloting has begun, and will remain open until March 11. The town hall office will be open between 10 AM until noon on Saturday March 9 for anyone that wants to cast an absentee ballot at that time.

New Business

8. Review Road Rock Quotes:

The following 2019 road rock quotes were received and opened at the meeting:

- Olmsted Aggregate - \$14.84 per yard or \$10.99 per ton
- Bruening Rock Products - \$10.03 per yard or \$7.43 per ton
- Paulson Rock Products - \$14.83 per yard or \$10.99 per ton

Beyer made a motion to accepted all quotes, seconded by Hervey. The motion carried 3-0.

Assuming Bruening Rock Products can meet the Township delivery and quality requirements, the majority of the rock will probably be purchased from them. Otherwise, one or more of the other suppliers may be used.

9. Review Maintenance Quotes:

Michael Wood LLC submitted 2-year quotes for summer and winter road maintenance for various equipment and labor. The only other quotes received was the one previously received from Olmsted County, which are significantly higher than the Wood quotes. Beyer made a motion to accepted all quotes, seconded by Hervey. The motion carried 3-0.

No quotes were received for town hall mowing.

10. 2019 Budget:

Thomforde presented a proposed budget for 2019, which anticipates utilizing \$55,606 from the Cash Reserves. The budget was approved by the Supervisors.

11. Reaffirm March 5 Town Board meeting:

The Town Board agreed to hold the March regular Monthly Town Board meeting on March 5, beginning at 6:30 PM, due to the Annual Meeting and Election on March 12. The Clerk will post a meeting notice, though it isn't required since this is the date and time adopted at the Reorganization Meeting last year.

12. January 24 OCTOA meeting recap: Thomforde attended the Olmsted County Township Officers Association meeting at the Eyota Ambulance Garage. The good news is the County has

purchased Poll Pad machines which will be used for all elections starting with the township election in March, replacing the paper roster and voter registration. This will make it easier to check in voters and saves the County a lot of time and effort post-election entering in all the voter information. The County will hold Poll Pad training sessions for the election judges before the March election. At least two election judges from each precinct should take the training.

14. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all receipts and debits for January 2019. The January month-ending balances were:

Checking Account	\$5,840.93
Money Market Deposit Account (MMDA)	\$148,852.64
Pine Island Bank 3 CDs	\$413,126.13
Total Balance	\$567,819.70

The MMDA balance includes the final 2018 property tax adjustment of \$4,737.19 received last month from Olmsted County.

Hervey moved to approve the Treasurer's report, seconded by Beyer. The motion carried 3-0.

15. Review and Pay Bills:

Thomforde presented a CTAS Schedule 1 showing the balances in each of the township funds (General Fund, Road and Bridge Fund, etc.), and the total matches the total balance presented by the Treasurer.

All claims received through January 8 were presented for payment consideration to the Board of Supervisors. Claims totaling \$15,192.92, plus payroll, were submitted for approval. This includes \$10,515.00 for road maintenance.

The final payroll number paid in December, including PERA (Minnesota Public Employees Retirement Association), was \$1,152.20. This number matches the cleared payroll checks in Treasurer's written report.

Hervey made a motion to pay all bills, seconded by Beyer. The motion carried 3-0.

16. Road Maintenance Report:

Mr. Wood reported that he has been busy plowing snow. He had started cutting trees on Riverheights Court before the snow started. The gate on New Haven Road was removed as instructed at the last town board meeting. Since that portion of road is now shared with the City of Pine Island, the road cannot be closed at that location without their permission.

Thomforde reported it has been over 1 year since the request for a speed study was submitted to MnDOT. It was to be completed by last fall. No new completion date has been received.

18. Miscellaneous Mail Etc. – Clerk:

A notice was received from the MN Office of Administrative Hearings that the recent annexation of property into the City of Pine Island has been approved.

Courie and Ruppe have reserved the town hall for October 12 for another legal seminar, which is free and has been very informative for town board members. Andrist moved to waive the town hall rental fee for the legal seminar, seconded by Beyer. The motion carried 3-0.

The 2018 indebtedness report has been file with the County. New Haven Township has no debt.

The 2018 workers compensation survey, along with the contractors certificates of insurance, has been filed with MATIT.

The pay equity report has been filed with the State, which has to be filed every 3 years. The township has no employees that average more than 14 hours per week, so there are no employees that come under the pay equity requirements.

The Town Board members that aren't in PERA signed the PERA exclusion report acknowledging the have opted out of PERA.

The Clerk got a new Notary Public stamp to replace the expired registration. As an ex officio notary public, no registration is required and the stamp does not expire since the term is indeterminate.

19. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:24 PM.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of December, 2018 statement

9 037.25

Income Checking Account

1-9 online Banking Transfer in From MMDA	6000.00
1-31 Interest	.77
1-4 Bldg Permit-Hall Rent - Fire Sign	1448.41
1-12 Filing Fee - Hall Rent - Bldg Permit	299.76
1-25 Filing Fee - Bldg Permit - Hall Rent	1350.11

Total Deposits 9 099.05

Debits

4028 J2 Kruger LLC dba CMS of Rochester (Insp Fee)	1455.82
4029 Ag Partners (L.P. Gas)	292.03
4030 Rochester-Olmsted Planning Dept (Jul-Dec Planning Dept)	140.56
4031 Olmsted County (Truth in Taxation Notices)	135.17
4032 JMD Manufacturing INC. (Mail Box Posts)	3551.97
4033 Hemann Grover & Co LTD (Payroll)	105.00
4034 Post-Bulletin Co. LLC (Legal Notices)	49.68
4035 New-Record Zumbrota (Candidacy Filing Notice)	19.50
4036 Proline Distributing (Road Sign Hardware)	93.76
4037 Ann Fahy - GUST (Reimbursement)	93.65
4038 Dale Thomforde (Printer - Supplies)	438.50
4037 Michael Wood LLC (Snowplowing-Grading-Signs)	2677.50
4040 Couri & Ruppe PLLP (Professional Services)	285.00
20418 Wages 207.79 20419 Wages 450.71 20420 Wages 420.19	
BevCom 77.36 IRS Tax Pymt 1435.14 Go Daddy	8.99
PERA 73.5) Culligan 39.95 POS Purchase Menards	87.75
Peoples Energy Co-op	155.84

Total Debits 12,295.37

New Ending Balance of January, 2019 statement

5840.93

